

**DELEGATIONS OF AUTHORITY**  
**Exemptions to Mandatory Use of the Travel Charge Card**

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**Authority Delegated**

To grant exemptions for individual persons or payments with respect to mandatory use of the Government contractor-issued travel charge card requirements.

<u>To Whom Delegated</u>	<u>Area of Authority</u>
Deputy Director	NIH
Deputy Director for Management	NIH
IC Directors/Deputy Directors/ Executive Officers	Respective Area
OD Executive Officer	OD with the exception of ORS
Associate Director for Research Services	ORS

**Limitations/Guidance**

1. The authority delegated above must be exercised in accordance with all applicable statutes, regulations, Federal Travel Regulations (FTR) or Joint Federal Travel Regulations as appropriate, and Departmental and NIH policies.
2. GSA FTR Amendment 90 requires mandatory use of the Government contractor-issued travel card for all official travel-related expenses, effective for travel occurring after February 29, 2000. These requirements extend to those individuals defined as employees, including Commissioned Officers, as outlined in NIH Manual 1500 Chapter 15.
3. In accordance with GSA reporting requirements, the original and one copy of each approved written request for an exemption must be submitted to the Office of Financial Management, Travel Officer, Building 31, Room B1B31. Standard information required for all written notifications is highlighted in NIH Manual 1500 Chapter 15.

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4. GSA Government-wide exemptions and DHHS Department-wide exemptions are outlined in NIH Manual 1500 Chapter 15.
5. Exemptions must be justified on the basis of exceptional or unusual circumstances when it is determined to be necessary and in the interest of the NIH.

**Redelegation**

This authority may not be redelegated.

**Citations**

1. 5 U.S.C. 5701 et seq.
2. Pub. L. 105-264 (Oct. 19, 1998)
3. Federal Travel Regulations Amendment 90, 41 CFR Parts 301-51 and 301-70
4. Joint Federal Travel Regulations
5. DHHS Travel Manual Chapter 9
6. NIH Manual 1500 Chapter 15

/s/  
Ruth L. Kirschstein, M.D.  
Acting Director, NIH

**Effective Date: April 26, 2000**